

ECOLLECT - GUIDE FOR PARENTS

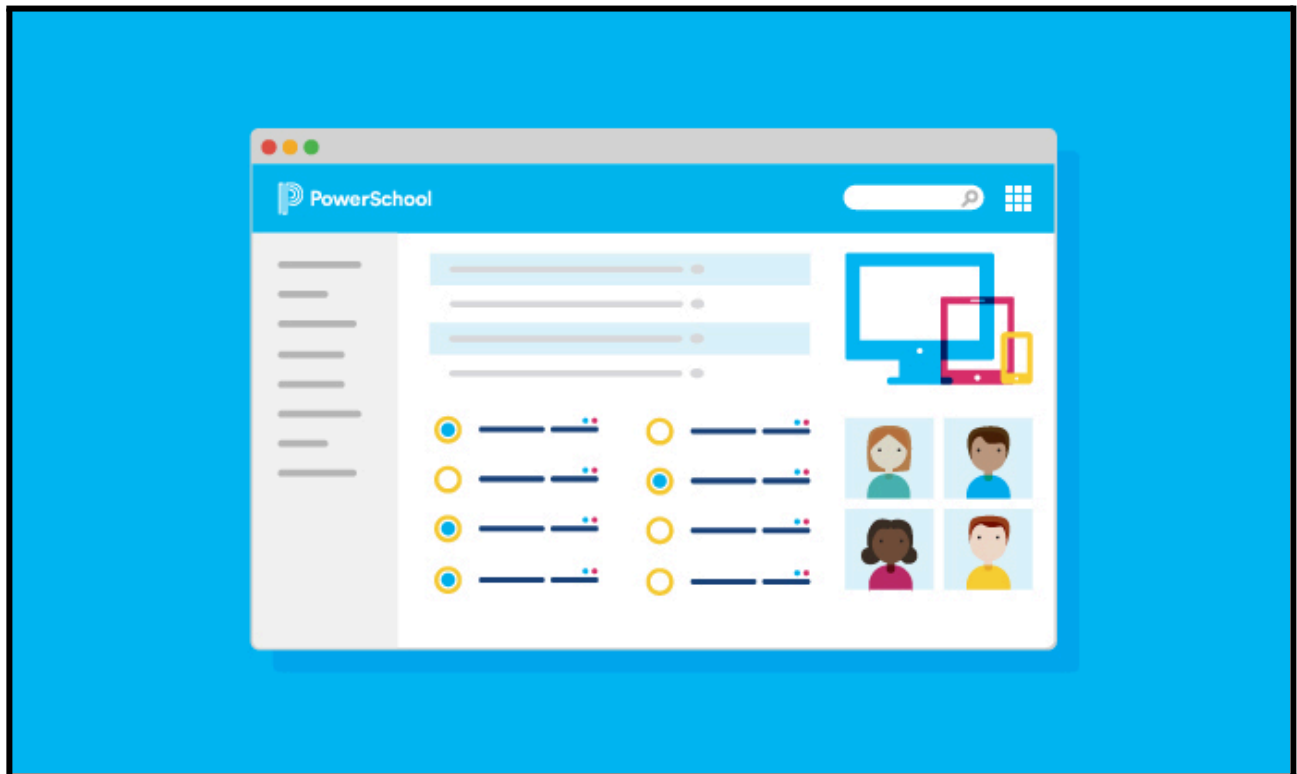


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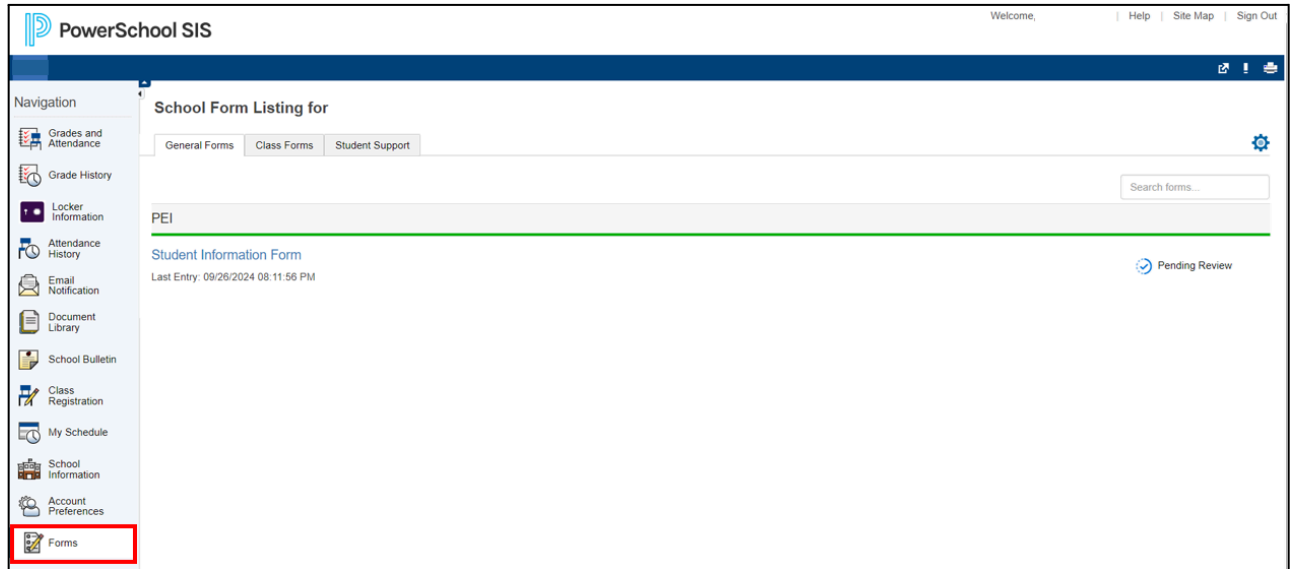
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INTRODUCTION

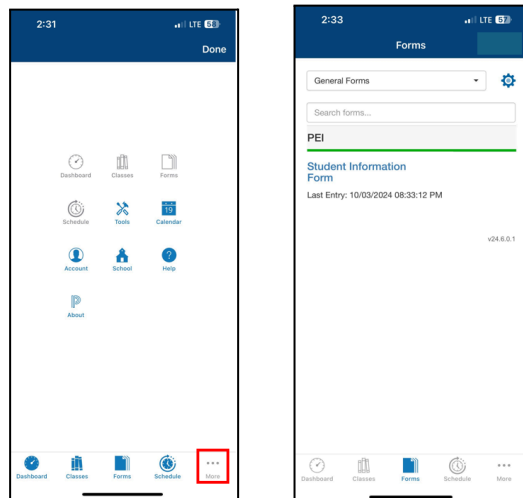
We are pleased to introduce **Ecollect**, our new online forms system. This tool allows you to complete your child's school forms directly from your school's parent portal. This is a quick and easy way to send us the information we need.

ACCESS TO ECOLLECT FORMS

Ecollect forms are accessible from your PowerSchool account (Parent Portal - <https://pei.powerschool.com/>). No separate connection is required. The forms are linked to your child's profile and are accessible from the Ecollect **Forms** link in the left navigation column or from the forms option in the mobile application.



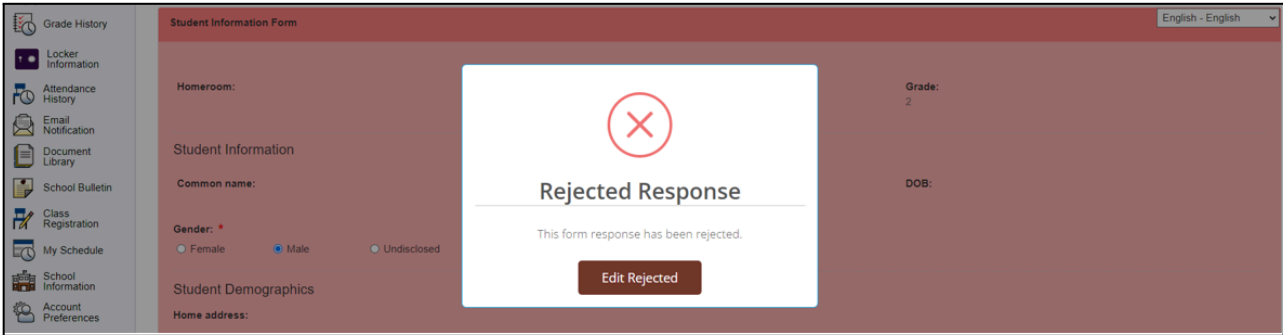
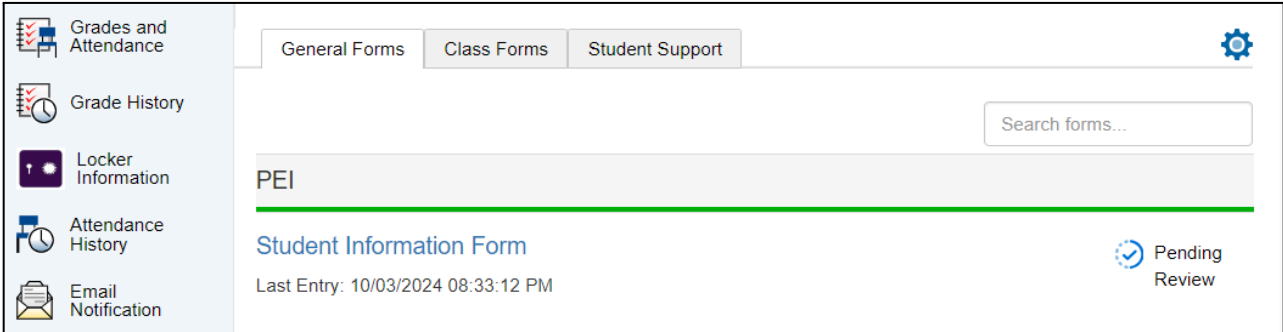
View of the mobile application (Android or Apple):



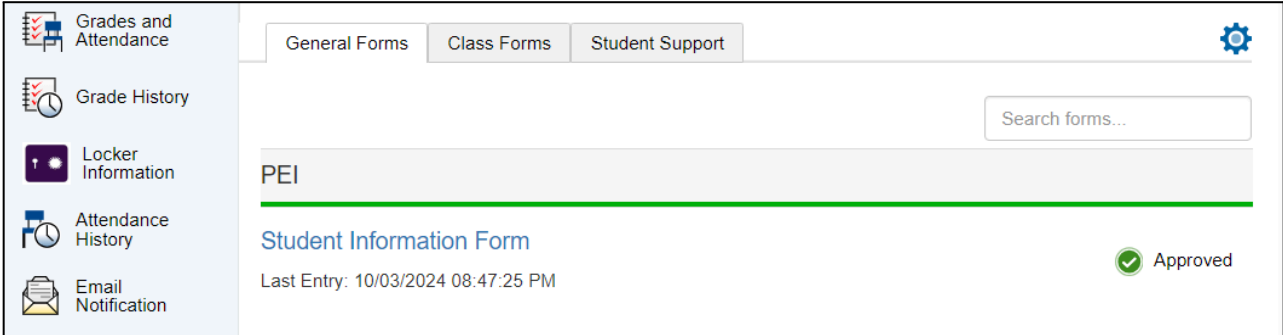
Here you will find all the forms that the school has made available to you.

You can search for forms by status, form name, form description, or category using the search box.

A form can have one of three statuses, which are shown in the **Status** column (approved, pending review, rejected response).



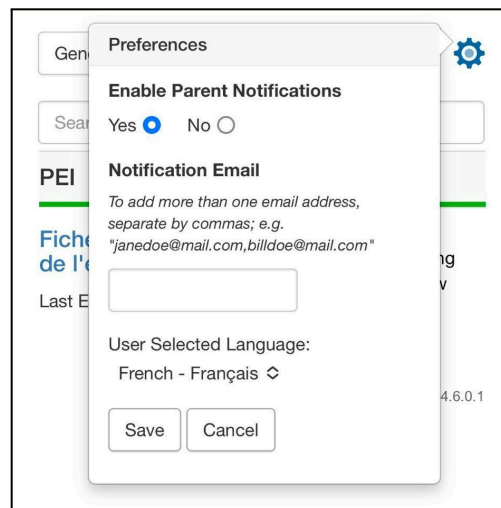
The status of (empty form) indicates that the form has not yet been submitted; (form submitted - Approved) indicates that the form was submitted successfully.



ECOLLECT PREFERENCES

A form can be configured to send notifications to parents when it is submitted for the student by an administrator or when the status of a pending form changes. Use the Ecollect **Forms Preferences** to indicate whether you wish to receive these notifications.

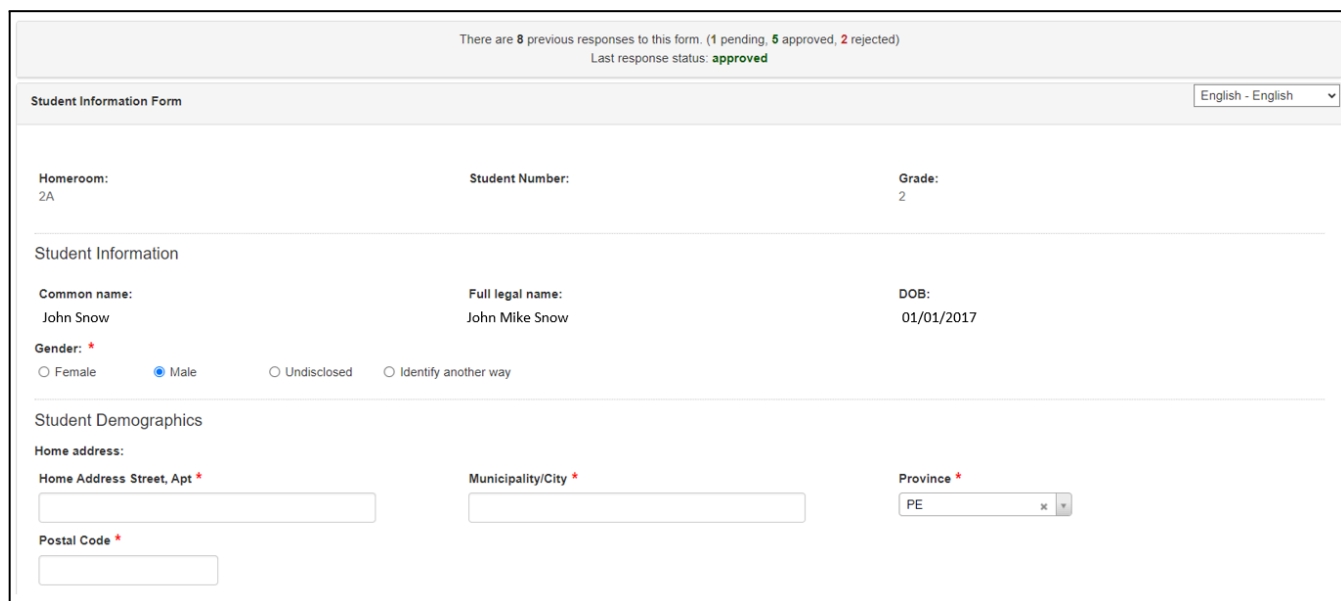
- Click on the settings button to open the **Preferences** window.
- Click on **Yes** if you would like to receive **notifications** and, if applicable, the email address(es) to which you would like them sent.
- You can also select the **language of your choice** to access the forms in English or French. Once you have set your preferences, click **Save**.



FILLING OUT A FORM

To open a specific form, click on the form name. Fields marked with a * are required fields. They must be filled in for the form to be submitted.

At the top of the form title is the archive header. If a form has already been submitted, the archive header will allow you to view those submissions.

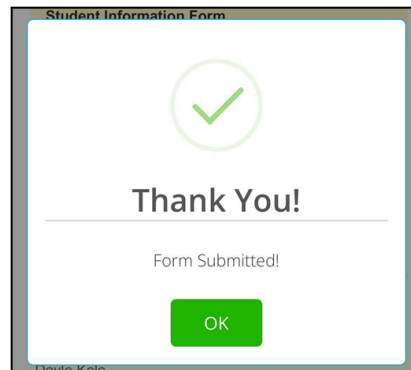


SUBMITTING A FORM

Once you have completed the form, click the "**Submit**" button at the bottom of the page. Your form will be submitted and reloaded. If the form has been successfully submitted, a pop-up window will appear with a thank you message.

Next to the Submit button is an arrow that gives access to several submission options. For some forms, the first option may be '**Submit for family**'. Selecting this option allows you to choose which child this request will apply to. For example, using the "**Submit for Family**" option will change the name of all children for whom you are submitting the form.

The other option is "**Submit & Jump to...**". Below this option is a list of pages you can go to after submitting this form, either the Ecollect Forms page or another form.



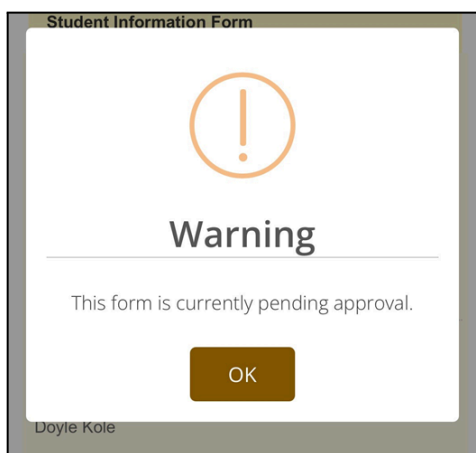
SAVE VS. SUBMIT

There is a Save button next to the Submit button. Use the Save button if you are not ready to submit the form to the school, but you do not want to re-enter information that you have already entered. It is recommended that you save a form if you must leave your computer, as PowerSchool may log you out if you are inactive.

Saved forms are stored locally on your computer. You can access saved data from the same user and browser.

APPROVAL OF A FORM

A form can be configured to have a school or district administrator review the information on the form when it is submitted. In this case, the form is put on hold until the administrator approves or rejects the request. Upon submission, a pop-up window will appear informing you that the form is awaiting approval.



The form will have a yellow background and edited fields that require approval will have a red flag next to them. Hovering over the flag will show you the current and previous response for that field. On the Forms page of the Ecollect website, a pending form will have the status pending approval.

When the form is approved, the status will change to **Approved** and the background of the form will return to white.

If the form response has been rejected, the form will be highlighted in red in the list of forms with a **Rejected Response** status. Clicking on the form name will highlight it in red. A pop-up window will appear informing you that the form has been rejected. If the administrator has given a reason for rejecting the form, this will also be displayed in the pop-up window.

Click the **Edit Rejected** button to edit your request. Once you have made your changes, resubmit the form. It will return to pending status.

If the form is configured to send notifications to parents and you have enabled this in your account, you will receive an email when the status of a form changes from **Pending** to **Approved** or **Rejected**.

